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Executive Registry

76-5910

21 December 1976

MEMORANDUM FOR: [REDACTED] SA/DCI
FROM : B. C. Evans, Executive Secretary
SUBJECT : Briefing Format for DCI-Designee

1. Attached is a book containing the topics any new DCI should be briefed on, together with an indication of principal briefers and the time required. As you know, Mr. Bush found it useful to first obtain an overall briefing on the Agency followed by some time spent with each Deputy Director. He then received in depth briefings on the work of various offices.

2. The first order of business will be to prepare the DCI-Designee for confirmation hearings. The Legislative Counsel, with an input from the DDCI and the General Counsel, will want to take this on.

3. Immediately at hand for the DCI-Designee's early reading are (a) the DCI/DDCI senior staff and CIA functional summary, and (b) the Intelligence Community functional briefing book, both of which were developed for the Carter transition staff. I have included bios on Mr. Knoche and [REDACTED] in both books. He will also have to acquaint himself with the briefings and material provided the Secretary of State-Designee.

4. Experience shows that a new DCI is the victim of his own calendar growing out of external pressures to get up to speed on various topics for meetings he will be called upon to attend. Consequently, the "scheduler" for briefings will be choosing material from the attached book at the convenience of the DCI-Designee's calendar and dependent upon that which has been covered by the contingencies of the early days of his tenure.

5. I have not included Mr. Bush in the briefing process, but he will certainly want to be involved in the first few sessions.

[REDACTED]
B. C. EVANS

Attachment

cc: DDCI
D/DCI/IC

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Introductory Briefings for DCI-Designee
(Approximately 1 hour ea.)

<u>Subject</u>	<u>Briefer</u>	25X1
Overview of Agency Organization, to Include EAG		
The Intelligence Community and the Role of the DCI		
Preparations for Confirmation		
Legal Authorities Relating to the DCI		
The National Intelligence Officers: Their Functions, Including Their Role in the Production of National Intelligence Estimates		
Organization of the DCI's Office and ES Functions		
The Directorate of Intelligence, Organization and Functions (Including Intelligence Support to the White House and the NSC)		25X1
The Directorate of Operations, Organiza- tion and Function (Including OAG)		
The Directorate of Science and Technology, Organization and Function (Including Special Projects and the NRO)		
The Directorate of Administration, Organization and Function (Including Special Proprietarys)		

Subject

25X1

Agency Congressional Relations

Agency Relations with the Media;
Agency Information Policy

CIA Programs, Budget and Manpower
(Including relations with OMB)

Functions of the Inspector General
and Current Cases of Major Importance

* Detailed briefing topics attached.

97.001

/D/DCI/NI

Dick:

I forgot to mention the need to get up to speed on that which has been provided the transition staffers, but know you will get this sorted out as the days progress.

/

BCEvans
12/23/76

25X1

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Routing Slip

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3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	Asst/DCI				
17	AO/DCI				
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19	DCI/SS				
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Executive Secretary

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